

8.11 Lockdown Policy and Procedure

Reviewed April 2021 CI

As required under the EYFS (3.55), “Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in case of fire or any other emergency.”

Caversham Heights Pre-school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived risk or threat to the pre-school, it's staff, children, visitors or property.

Where possible the pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on the pre-school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by Shouting lockdown as this is clearly distinguishable from the fire alarm/evacuation signal.

Lockdown procedures will be practised from time to time so that staff and children are familiar with them.

Practices and Procedure

Follow the **CLOSE** procedures

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware that you may be sometime.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

- 1 On hearing the lockdown signal the pre-school Supervisor/Deputy will call for assistance – 999
- 2 Once alarm is activated, immediately advise the Pre-School Administrator or a committee member on the emergency cascade of the emergency situation including details of what is happening, where and who is involved. Emergency contact numbers are in the red box on piano in the hall.
- 3 Staff will lock the front/back doors and draw blinds on all windows.

In the setting

Upon hearing the lockdown signal, these steps will be followed;

- 1 Staff to secure all windows and close/lock doors
Close all blinds
Instruct children to move into the **Highmoor Room**, sit down on the floor and to keep calm
If anyone is outside, call them in.
Bolt Highmoor room doors if necessary.
Collect first aid kit, register, emergency contact cards and mobile phone.
- 2 Do a headcount immediately and register.
- 3 Supervise ensuring everyone remains out of sight and are sitting quietly.
- 4 No one should be allowed out of the room during the lockdown procedure.
- 5 Tune into a local TV or radio station for more information if possible.
- 6 Do not make any non-essential calls on mobiles or landline.
- 7 Remain in lockdown until the all-clear has been given and normal situation resumes.

Go In, Stay In, Tune In

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the pre-school building. All doors and windows should be kept shut and appliances such as extractor fans switched off. The emergency services and /or the local authority will give the all clear.

Evacuation

Some examples of circumstances when it may be appropriate to evacuate the building or designated area include fire, bomb threat, gas or chemical leaks, explosions or substantial damage to the building.

Buddy school

Arrangements have been made with St Andrews Pre-school to take staff and children there during an evacuation or if the pre-school needs to be closed. Parents may be advised of this location in advance.

Internal Threat Response

- 1 Person in charge will ensure the security of all personnel in the vicinity of the threatening situation. This may require removing the rest of the staff/children through to the Highmoor room and locking in to prevent entry.
- 2 The staff member or designated adult will sound the alarm and inform the emergency services.
- 3 Do a head count immediately. Ensure children remain out of sight and sit quietly.
- 4 Remain in lockdown until the all clear message is given. At no time will staff attempt to physically remove an unwanted visitor. Staff will follow the directives of police as instructed or requested.

EMERGENCY COMMUNICATIONS

If an emergency occurs during preschool hours:

- Do not come to the pre-school unless it is safe to do so and/or you have been directed by the preschool to pick up your child.
- Do not attempt to contact the pre-school via telephone.

The preschool requests that parents do not call pre-school in times of emergency as it is important to keep phone lines free for emergency communications. Staff/committee will contact parents using the cascade as soon as possible.

- Tune to news media for emergency instructions.

This policy was adopted by Caversham Heights Pre-school *(name of provider)*

On _____ *(date)*

Date to be reviewed April 2022 *(date)*

Signed on behalf of the provider

Name of signatory Katharine Yarwood

Role of signatory (e.g. chair, director or owner) Pre-School Supervisor